

5 FEB 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Early Retirement

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who works for [redacted] and has been working on our regulations with the panel of attorneys, notified Mr. [redacted] of two additional points to be considered. The first of these involved using both (1) the term "qualifying service" (defined in the Act to include all service as a participant and performance of the type of duty described in the Act prior to designation as a participant) and (2) the term "qualifying duty" (defined in the regulation to describe the type of duty which would qualify a participant for designation and continuance in the system). Qualifying duty described the type of duty which we used in our Congressional presentations as the basis for our CIA retirement system. The attorneys proposed applying our definition of qualifying duty to the term qualifying service. Since it had earlier been agreed to add to the regulation a requirement for five years of qualifying duty for voluntary or involuntary retirement, agreeing to this further proposal did not remove any more flexibility of administration. Consequently, the suggested changes have been made.

The second point was a proposal that the regulation state explicitly that a participant removed from the system (for example, for failure to perform a minimum period of qualifying service) could be designated again if he met the requirements. (A few such transfers have been anticipated and the previous regulation permitted them. However, the attorneys preferred that it be spelled out as a matter of information.) An appropriate addition has been made.

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Mr. [redacted] gave these changes to [redacted] on 1 February; [redacted] indicated that we should receive our letter from the attorneys in a week or ten days. We are revising our stencils so that we can produce copies of the current version.

We have an informal task force of three working on forms and procedures and expect to have our machinery ready to operate when external coordination of the regulation is completed.

2. Five-Year Manpower Projection

The Plans and Review Staff has completed an initial projection of manpower requirements for the next five years. The projection estimates strength and accession requirements in general categories (Professional, JOT, Commo, Technical, Clerical). Chief, PRS will review their work to date with D/BPAM before proceeding with a formal presentation.

Tentatively, our plan is to provide each Deputy Director with the overall data for his component (with an explanation of the assumptions

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used) and offer assistance in developing more refined projections by Career Service.

These projections, according to our present plan, would be reviewed semi-annually and revised annually.

When the complete proposal has been drafted, we would like to review it with you.

3. Employee Activity Association

As you know, the Executive Director-Comptroller approved our plans for an EAA membership drive except for the proposal that "Founding Sponsors" contribute \$50. Our deadline for starting the drive is 15 March 1965. (Most of the publicity is ready in final draft form but we need lead time for final production, printing, and distribution.)

4. Physical Fitness Room

During the week of 25 January - 31 January the participation in the Agency's Physical Fitness Room reached a new high of 236. This is 24 more than any previous week. Also, during the month of January, there were 858 participants -- up 176 from December when 682 participated.

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

Distribution:

0 & 1 - Addressee

1 - IG

X - D/Pers Subj

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OD/Pers [REDACTED] (4 February 1965)

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